

_include_wproofreader_55x_keyboard_accessibility

WProofreader meets standards of the W3C Web Accessibility Initiative ([WAI](#)) and the Web Content Accessibility Guidelines (WCAG), in particular:

- [WCAG 2.1](#)
- [Section 508](#) accessibility standards.

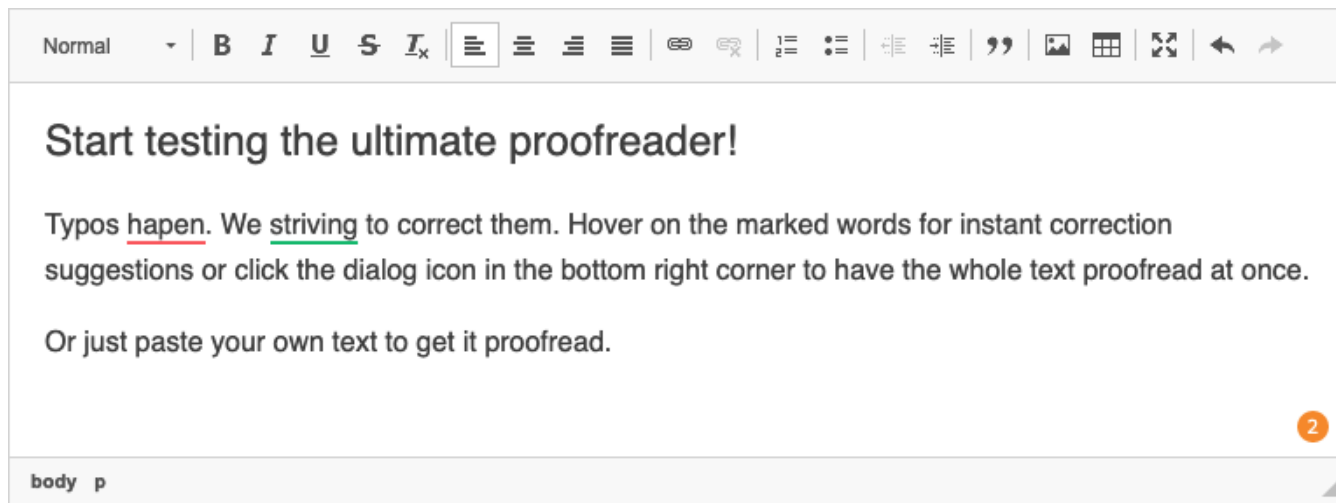
Thus, all web application users, regardless of the limitations they might be facing, can access the main WProofreader features via a keyboard only, thus interacting with it can be more effective and easier.

Below is an overview of the keyboard commands you can use to proofread your texts, navigate between the spelling and grammar suggestions, add words to a personal user dictionary, and customize WProofreader settings.

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Proofreading your text while you type

As you type your text in a web app with integrated WProofreader, it tries to suggest grammar and spelling suggestions for you on-the-fly and shows the number of discovered issues in the badge in the lower-right part of the editor screen. If no spelling issues are found, the badge shows the tick sign inside.



Number of issues found is displayed in badge

Use the commands in the table below to navigate between the underlined issues found.

Keyboard command	Description
Tab	Move between the screen elements. The selected element is highlighted.
Shift + Tab	Return to the previous element.

Accessing more features

The **badge** in the lower-right part of the editable area shows the number of errors on page and allows to access more options:

- proofread your text in a dialog,
- change WProofreader options,
- add words to a user dictionary,
- ignore spelling or grammar suggestions.

To access more commands and WProofreader dialog in As You Type mode, navigate to the badge using **Tab** and then press **Enter** or **Space**.

Badge menu. Settings button is highlighted

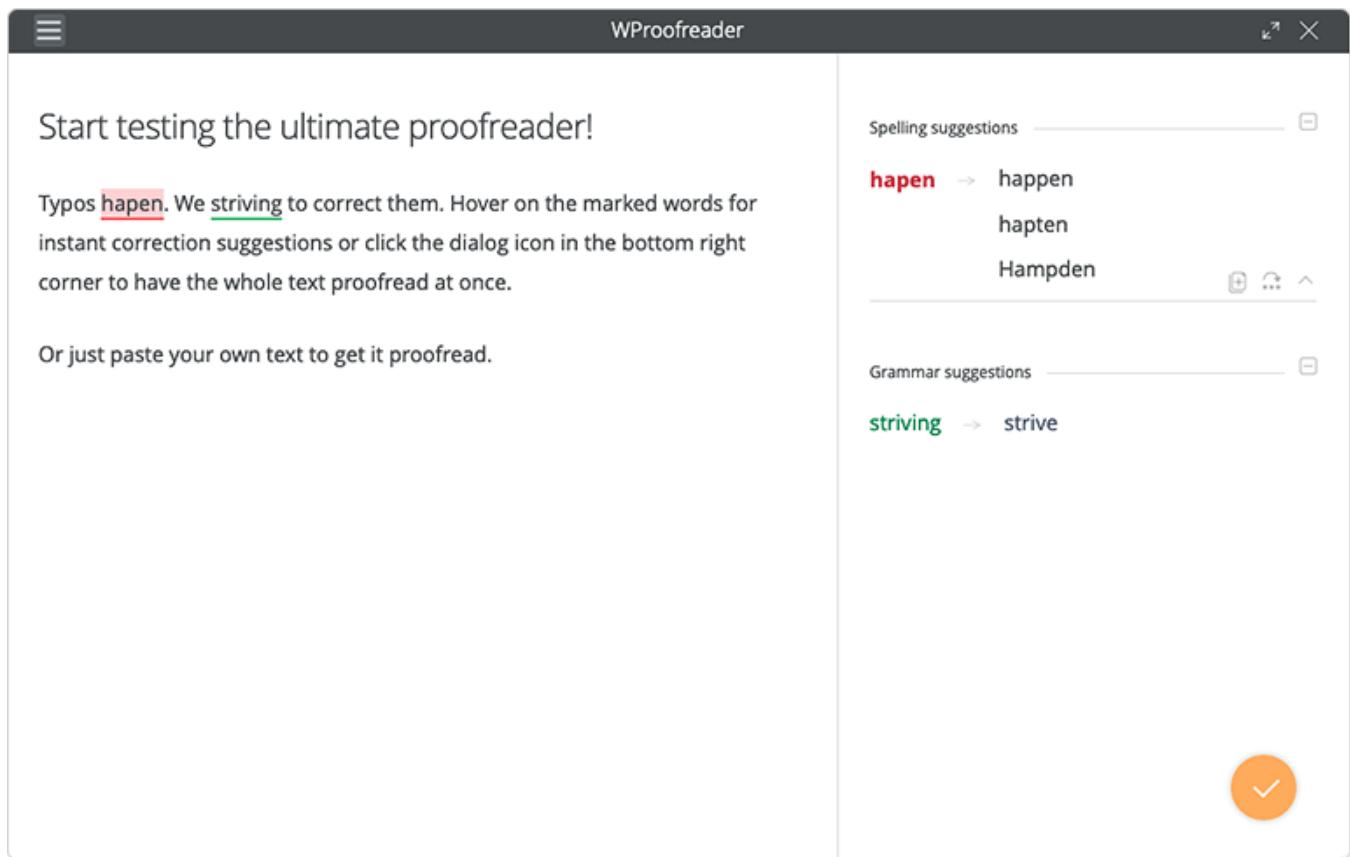
Use the commands in table below to access more WProofreader options.

Keyboard command	Description
Left/Right arrow key	Move between the menu items.
Enter	Select the Turn the WProofreader off/ Settings / Proofread in dialog mode.
Escape	Exit the menu.

Proofreading in a dialog

Use the commands in table below to proofread your text, namely, view and accept or reject the grammar and spelling suggestions, and add words to a personal dictionary.

Keyboard command	Description
Tab	Move between the underlined words in the proofreading mode. The selected element is highlighted.
Shift + Tab	Return to previous underlined element.



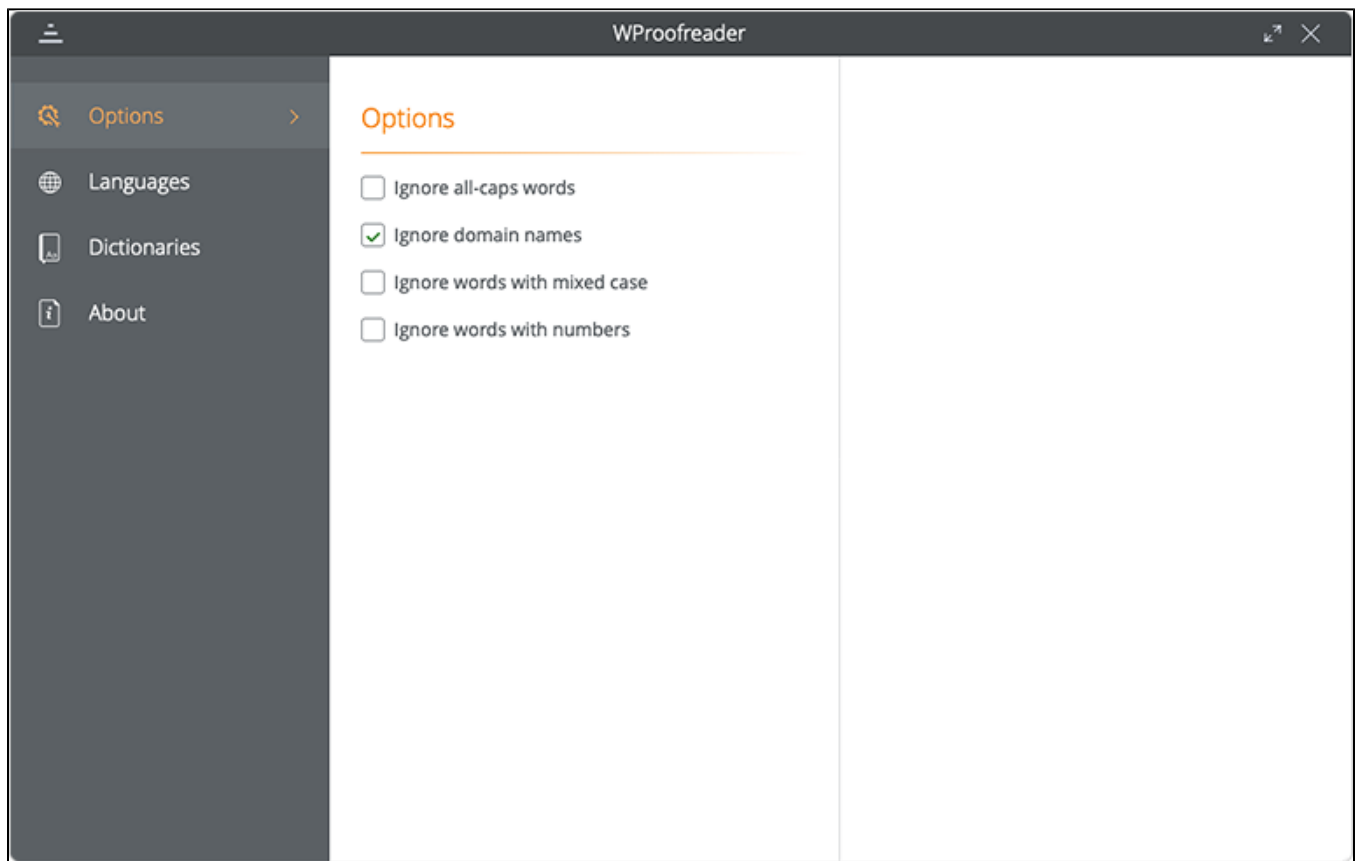
To accept or reject the corrections for discovered spelling or grammar errors, use the keyboard buttons described in table below.

Keyboard command	Description
Up/Down arrow key	Navigate inside the Spelling and Grammar suggestions area.
Right/Left arrow key	Expand the full list of suggestions. Hide the list of suggestions.
Enter	Accept the suggestion.

When a spelling issue is active, and you use **Up** or **Down** arrow keys, you can navigate to **Dictionary** and **Ignore** buttons and add a word to a personal dictionary or ignore the issue respectively.

Changing settings

You can access and change WProofreader settings in the **Settings** dialog.



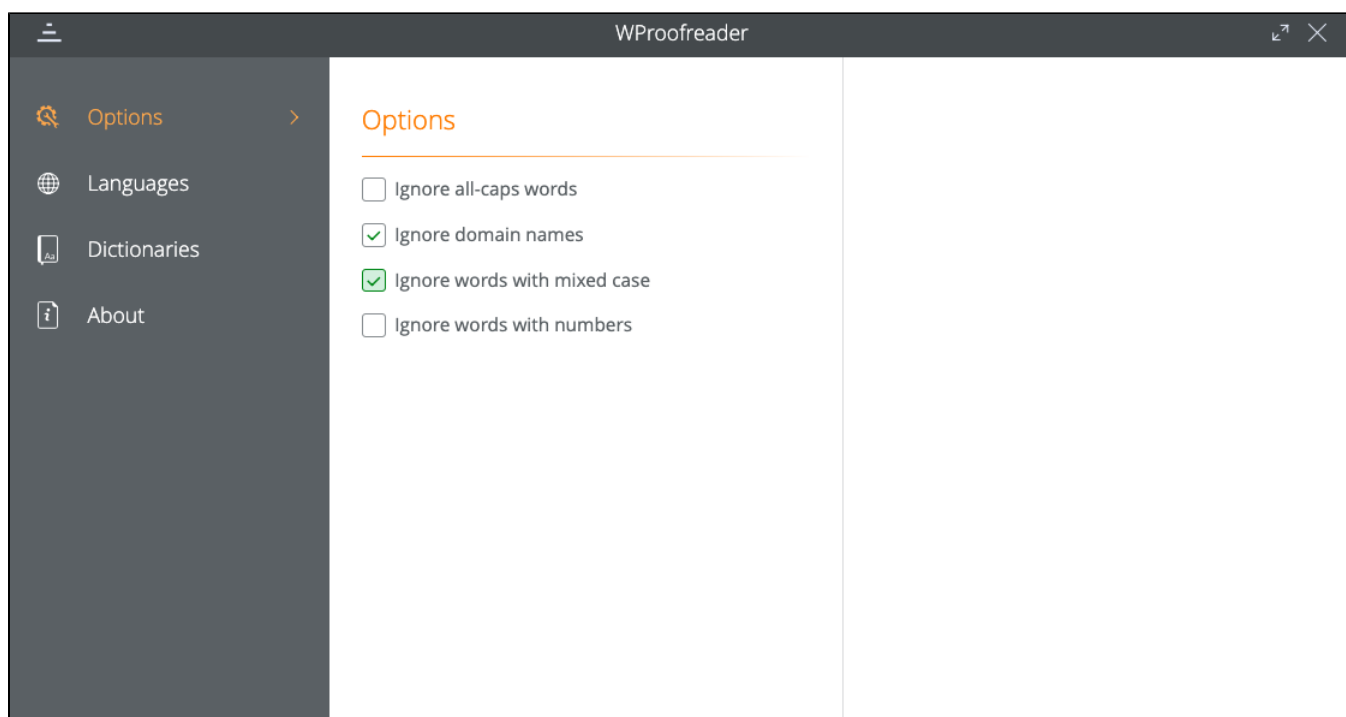
WProofreader Settings dialog, Options tab is selected

To change WProofreader options, use the commands in table below.

Command	Description
Up/Down	Move continuously across the Options dialog groups.
Enter	Open the menu group.

To change the options of the selected group, use the commands in table below.

Keyboard command	Description
Tab	Switch through the options.
Space	Select or deselect the desired option. Remember to focus on the option before selecting or deselecting it.

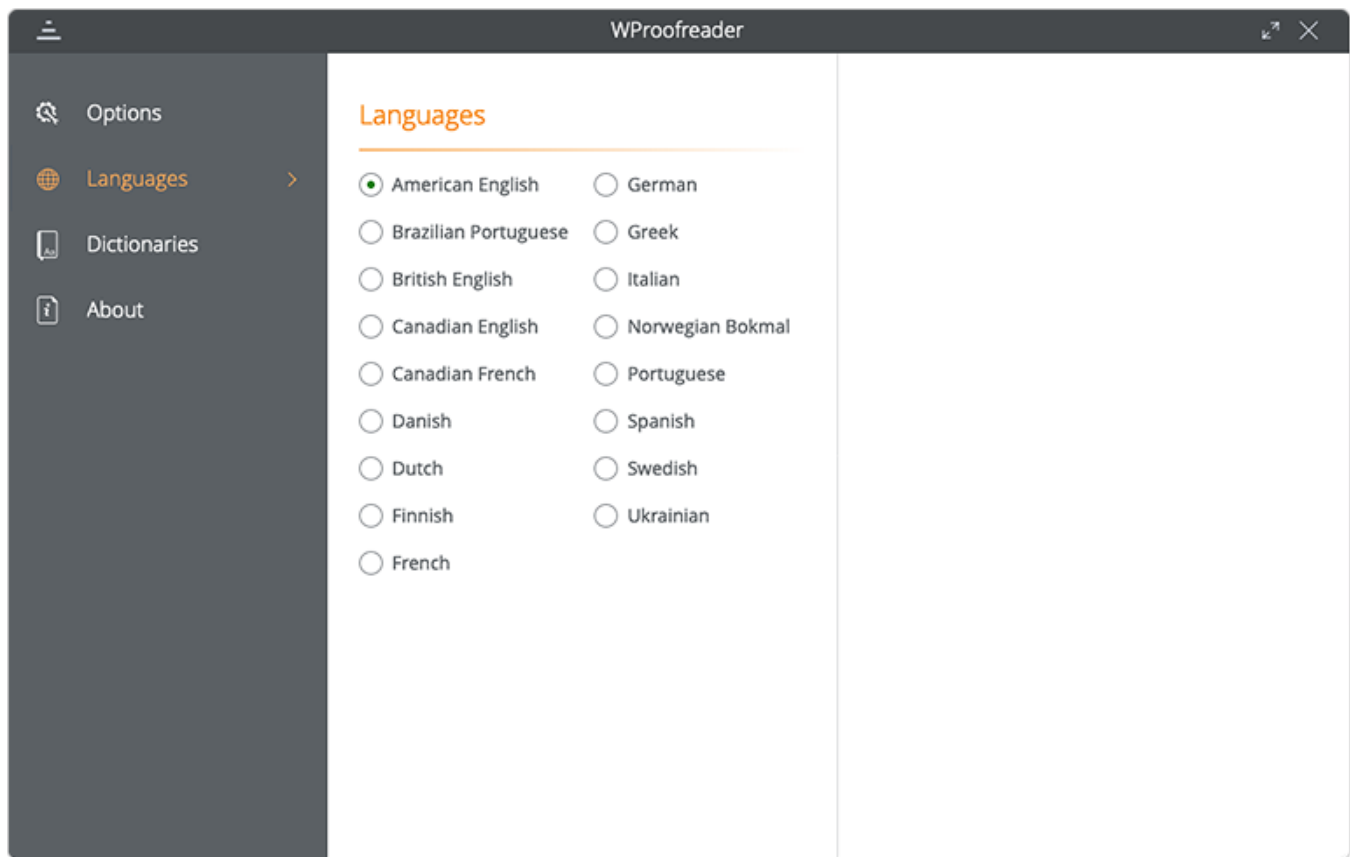


Selecting an option

Selecting the desired language for proofreading

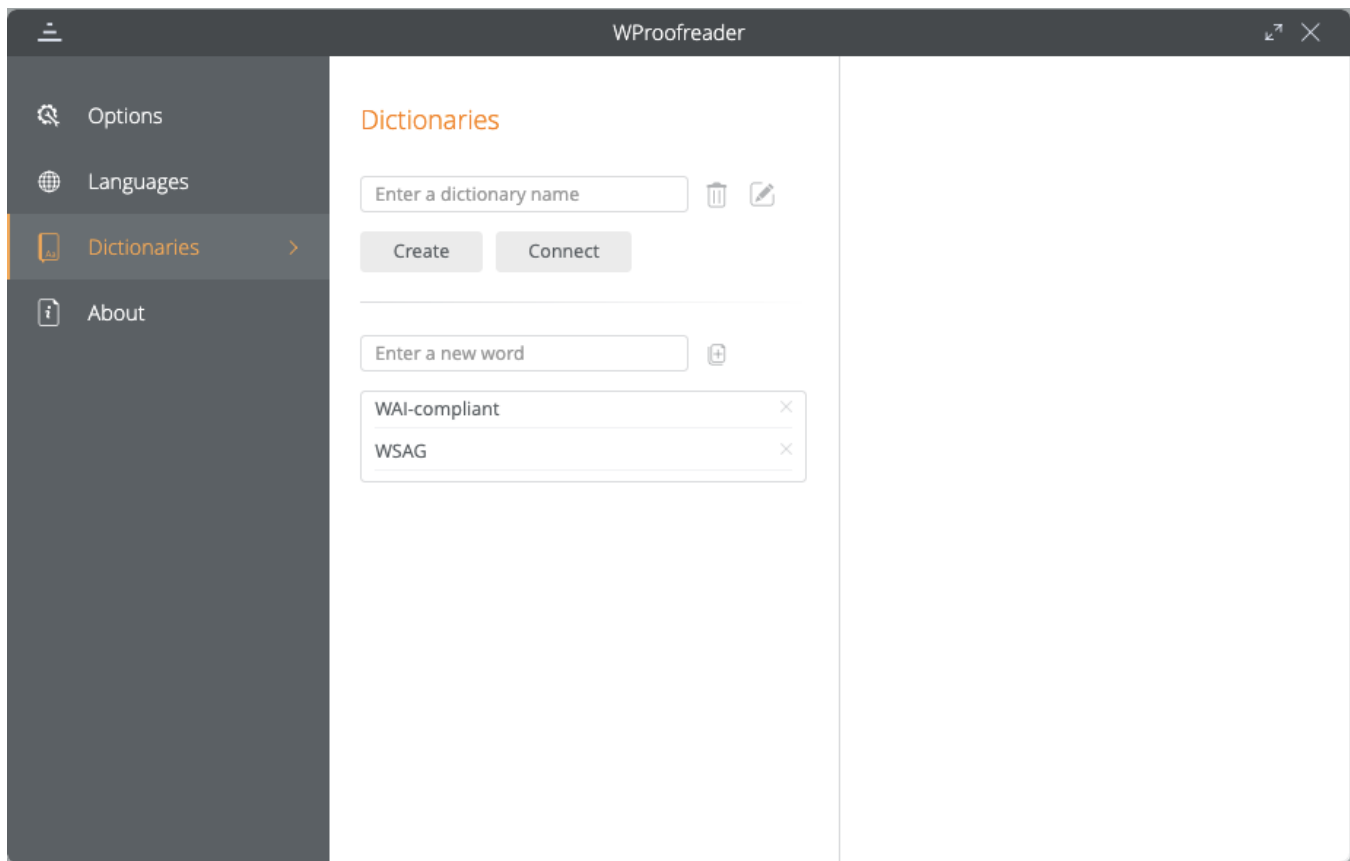
To specify the currently used language for proofreading (spelling and grammar check):

1. Press the **Tab** key until the **Languages** section is selected. Then press **Enter** and again **Tab**.
2. Use the **Up/Down** keys to navigate to the desired language and then press **Enter** to select the language and save the changes.



Working with personal user dictionaries

To customize personal user dictionaries features, navigate to **Dictionaries** settings area.



Dictionaries tab options

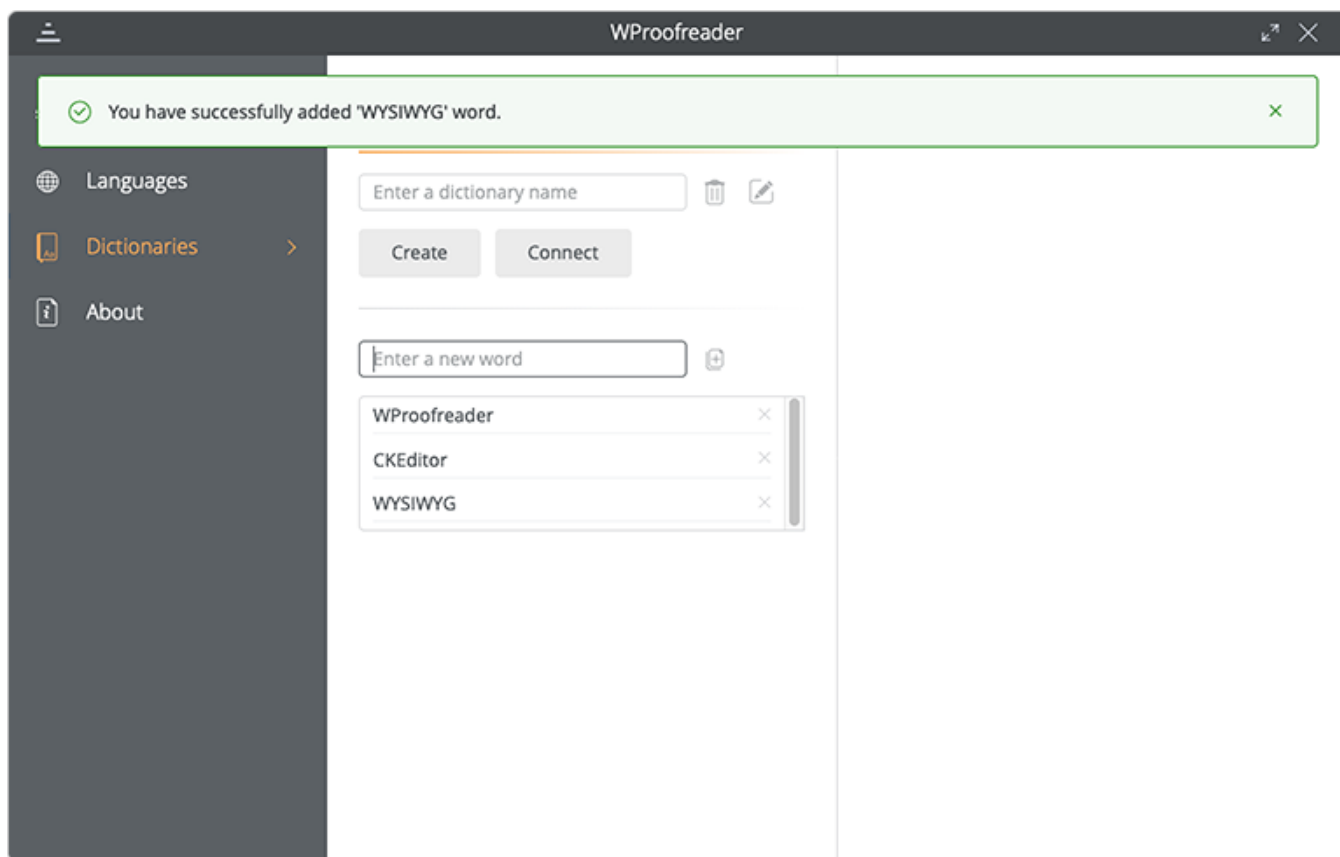
Here you can create a new dictionary or connect an already existing one, and also add or remove the words from the dictionaries.

To create a new personal user dictionary or connect to the already existing one:

1. In **WProofreader Settings** dialog, repeatedly press the **Tab** button until the **Dictionaries** section is highlighted.
2. Press **Enter** to select the desired option and **Tab** to move between the elements of the **Dictionaries** area.

To add a new word to a personal user dictionary:

1. In the **Enter a new word** area, type the desired word.
2. Press **Tab** to move the focus to **Add new word** button and press **Enter**.



To edit the list of already existing words in a dictionary:

- Press **Up/Down** arrow keys to navigate to the desired words, select the desired word.

To delete a word from the dictionary:

- Select the desired word and click 'x' sign near the word.

Viewing information about the current version of WProofreader

To see the information about the version of WProofreader you are currently using, navigate to the **About** area of the **Settings** dialog.